

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but I feel it is necessary due to the absence of promotion opportunities within the company.

Over the time I have spent working here, I have enjoyed my role and appreciate the experiences I have gained. However, the lack of clear paths for advancement has led me to seek opportunities elsewhere that align more closely with my career aspirations.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure. Thank you for the support and guidance during my tenure at [Company's Name].

Sincerely,

[Your Name]